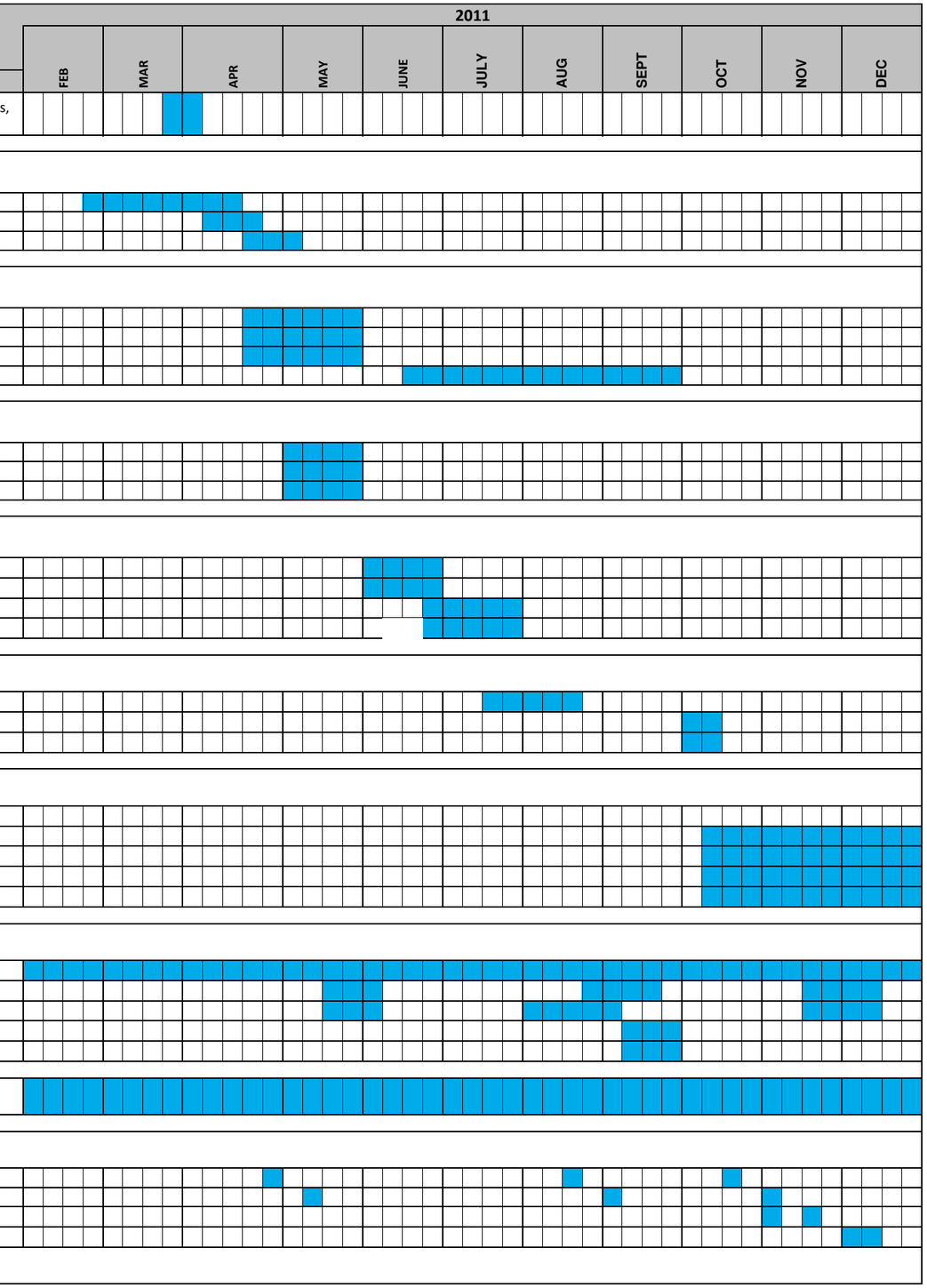
SWM CREDIT PROGRAM DEVELOPMENT WORK PLAN & SCHEDULE

Updated: April 4, 2011

2011

	ACTIVITY	Key Resources Allocated*
1	**Identify implementation team and resource requirements**	FA, Revenue, GIS, PM, WS, Communications, CP&S
2	**Background Review**	
	Internet scan of municipal programs	
	Select example municipal credit programs	
	Detailed Review & contact with example municipalities	
3	**Data Collection**	
	Property Uptake Analysis - estimate of properties currently eligible	
	Identify potential new installations (upcoming site plans, anticipated growth/redevelopment)	
	Identify potential databse/GIS maintenance requirements/barriers/etc.	
	Survey of feedback on options and use as an incentive	
4	**Develop SW Credit Program Options**	
5	**Impact Analysis of Options**	
	Identify billing system & GIS impacts/requirements (costs, barriers, etc,)	
	Resource Requirements (education & outreach, staff support/admin)	
	Costing Impact of Options	
	SWM Fee Impact	
6	**Evaluation of Options**	
	Develop evaluation criteria	
	Evaluate Options	
	Selection of Preferred Option	
7	**Refine Preferred Credit Program Details**	
	Application requirements	
	Billing system	
	Communication Plan	
	Develop Implementation Work Plan (Staffing, Vailtech Upgrades, timeframe, one-time costs …)	
8	**Consultation/Communications**	
	Develop Stakeholder list	
	Website update	
	PIC/Consultation Preparations	
	PIC	
9	**Investigate Partnership Opportunities (with GCC/REEP) to Develop Education/Outreach/ Demonstration Sites**	
	Specific Stakeholder meetings (e.g. chamber of commerce)	
10	**Reporting**	



Council Meeting